

Welcome to the wonderful world of wiki!

GETTING STARTED

Getting to the wiki

Launch your browser - Firefox or Chrome work better with the wiki, especially for viewing files

On the District home page, **click on “MCPS Teaching and Learning Wiki”**

What's New

- New! [MCPS Teaching and Learning Wiki](#)
- New! [MCPS 2010-11 Annual Report](#)
- [Forward Thinking, High Achieving: 21st Century Model of Change](#)
- [Missoula Education Foundation](#)
- [Registering New Students](#)
- [District and Schools - Measurable Goals](#)
- [Policies Under Review and Open for Public Comment](#)

Navigation--There are three main areas to every wiki page.

1. Main navigation - These links connect to major sections of the wiki; this navigation bar will be the same on every wiki page.
2. Page navigation - These links connect to sections of the current wiki page; clicking a link will jump to that section of the current page.
3. Wiki content - The content of each wiki page

MISSOULA COUNTY PUBLIC SCHOOLS
Forward Thinking, High Achieving.

MCPS Links **1**

- MCPS Wiki Main Page
- MCPS Home
- MCPS Moodle
- Graduation Matters

Teaching and Learning

- T & L Home
- Content Areas

Project Resources

- About This Wiki
- 21st Century Initiative
- Common Core Standards
- Editing Tips
- Contact Information
- Recent Changes
- Our Sandbox

Toolbox

- What links here
- Related changes
- Special pages
- Printable version
- Permanent link

Page [Discussion](#) Read [View source](#) [View history](#)

Main Page

Contents [\[hide\]](#)

- 1 WELCOME**
- 1.1 MCPS 2011 Annual Report
- 2 Teaching and Learning**
- 2.1 Special Education
- 2.2 COMPASS (Creating Opportunities to Meet Potential And Stretch Skills) - Gifted Education
- 3 MCPS Leadership**
- 4 Graduation Matters Missoula
- 5 21st Century Model of Education
- 6 Professional Learning
- 7 Title I
 - 7.1 Norms
 - 7.2 Instructional Coaching PLC
 - 7.3 Family Resource Centers
- 8 Fine Arts
 - 8.1 Music
 - 8.2 Visual Arts
- 9 Schools and Building-Level Teams
 - 9.1 HIGH SCHOOLS
 - 9.2 MIDDLE SCHOOLS
 - 9.3 ELEMENTARY SCHOOLS

WELCOME **3**

Welcome to [Missoula County Public School's](#) Communication and Collaboration Site.

This site serves as a place for teachers, staff, administrators, parents, students, and the community to work together for achievement and graduation for all students, regardless of circumstances and abilities.

9 Schools and Building-Level Teams

9.1 HIGH SCHOOLS

9.2 MIDDLE SCHOOLS

9.3 ELEMENTARY SCHOOLS

Each school has its own page in the wiki.

Click “School and Building-Level Teams” to see the list of links.

Schools and Building-Level Teams

HIGH SCHOOLS

[Big Sky High School](#)
[Hellgate High School](#)
[Seeley-Swan High School](#)
[Sentinel High School](#)
[Willard Alternative High School Program](#)

MIDDLE SCHOOLS

[C.S. Porter Middle School](#)
[Meadow Hill Middle School](#)
[Washington Middle School](#)

ELEMENTARY SCHOOLS

[Chief Charlo Elementary School](#)
[Cold Springs Elementary School](#)
[Franklin Elementary School](#)
[Hawthorne Elementary School](#)
[Lewis & Clark Elementary School](#)
[Lowell Elementary School](#)
[Paxson Elementary School](#)
[Rattlesnake Elementary School](#)
[Russell Elementary School](#)

Select your school from the list to see the page.

Chief Charlo Elementary School

Contents [hide]

[1 Monthly Staff Meeting Agendas](#)
[2 Vertical Team Pages](#)
[3 Grade-Level Team Pages](#)
[4 Content-Area Team Pages](#)
[5 Resources](#)

Each school page has a number of sections.

These sections will serve as a series of links to pages for your school related to RTI, Grade-Level Teams’ work, staff meetings, and anything else that will help your school collaborate.

Monthly Staff Meeting Agendas

Vertical Team Pages

[Response to Intervention](#)

Grade-Level Team Pages

[Kindergarten](#)

[Grade 1](#)

[Grade 2](#)

[Grade 3](#)

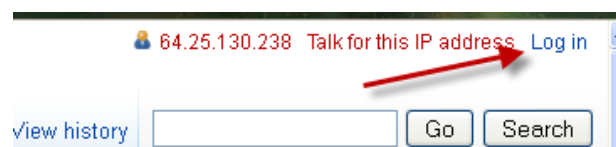
[Grade 4](#)

[Grade 5](#)

You can look at any of these pages, but to make any changes you need to have an account and be logged in.

LOGGING IN

Click “Log in” in the upper right corner of the page.

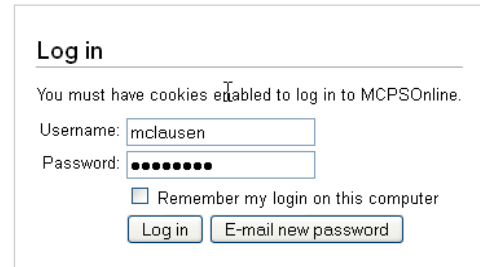


Enter your username and password.

Username: this should be the same as your District login

Password: Your initial password provided by the District

The first time you log in, you should change your password



Log in

You must have cookies enabled to log in to MCPSONline.

Username:

Password:

☐ Remember my login on this computer

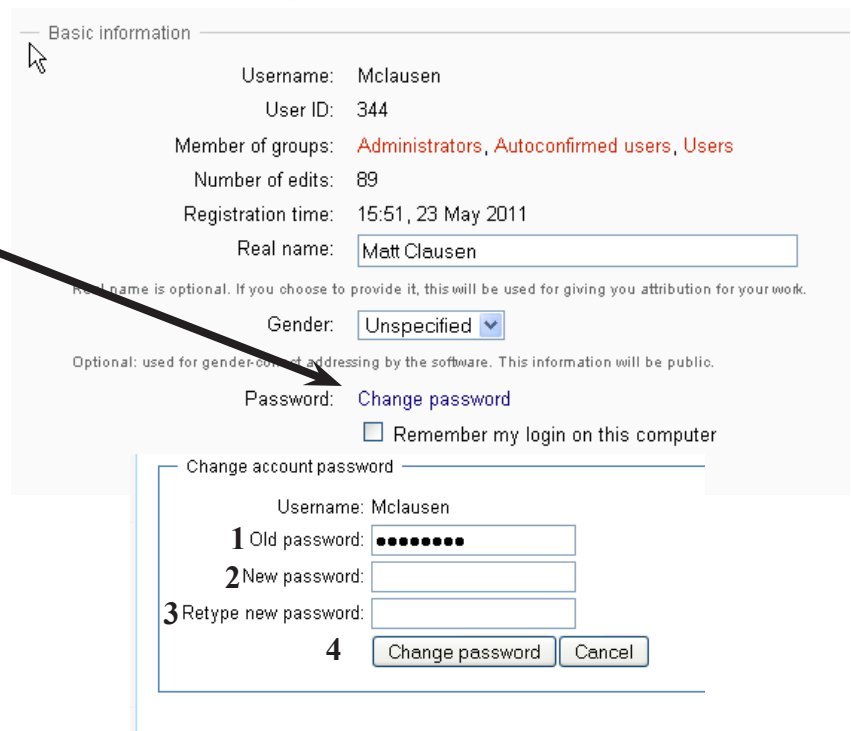
Change your password

Click on “My preferences” in the upper right-hand corner of the wiki page.

Under the “Basic information” section, select “Change password”

1. Enter your old password
2. Enter your new password
3. Enter your new password again (this helps protect against typos)
4. Click “Change password”

 [Mclausen](#) [My talk](#) [My preferences](#) [My watchlist](#) [My contributions](#) [Log out](#)



Basic information

Username: Mclausen
User ID: 344
Member of groups: Administrators, Autoconfirmed users, Users
Number of edits: 89
Registration time: 15:51, 23 May 2011
Real name:

Real name is optional. If you choose to provide it, this will be used for giving you attribution for your work.

Gender:

Optional: used for gender-correct addressing by the software. This information will be public.

Password: [Change password](#)

☐ Remember my login on this computer

Change account password

Username: Mclausen

1 Old password:

2 New password:

3 Retype new password:

4

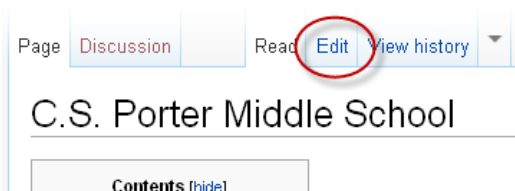
ADDING CONTENT

Editing a wiki page

Now that you are logged in, navigate to the page you want to edit.

You can edit an entire page by **clicking the “Edit” tab** at the top of the page.

Or, you can edit a section by **clicking the “edit” link** next to that sections heading.



Page [Discussion](#) [Read](#) [Edit](#) [View history](#)

C.S. Porter Middle School

[Contents](#) [\[hide\]](#)

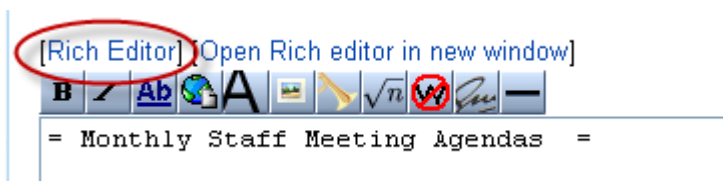


Monthly Staff Meeting Agendas [\[edit\]](#)

Vertical Team Pages [\[edit\]](#)

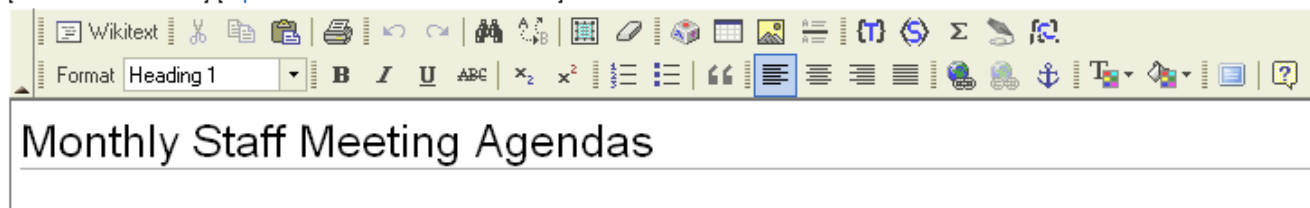
Response to Intervention

Once you are at the editing screen, **click on “Rich Editor”** to turn on a more familiar text-editing tool bar.



The rich editor tool bar looks like the image below.

[\[Disable rich editor\]](#) [\[Open Rich editor in new window\]](#)



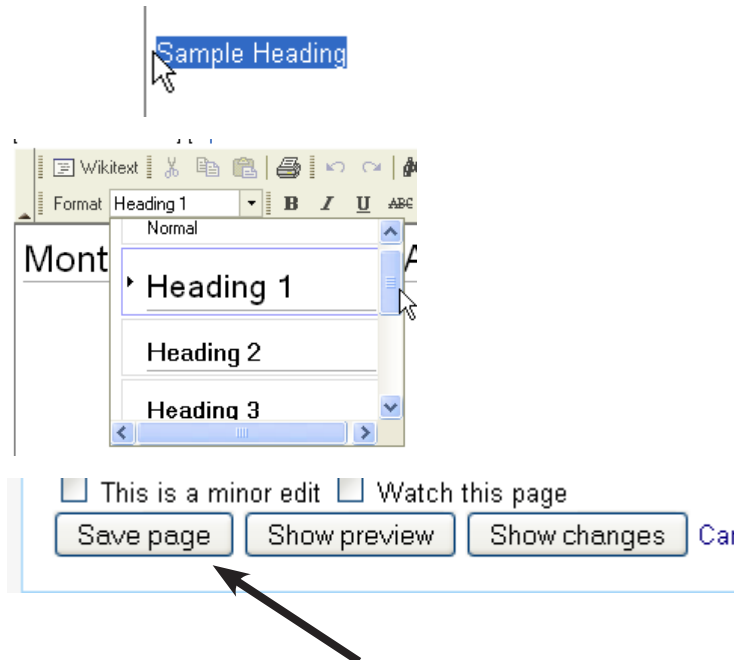
Headings

Wikis are organized by headings.

- **Type** your heading
- **Highlight** the text
- **Select** a heading from the “Format” drop down menu.
 - Heading 1 is the largest
 - Heading 6 the smallest

The wiki uses headings to automatically create a table of contents for the page. Once you have 3 headings, the table of contents will appear.

If you don’t want text to be a heading, select “Normal” from the format menu.



When you are done editing the page, be sure to **save your changes with the “Save page” button** at the bottom of the editing screen.

You will also be asked to answer a question; this is to prove you are human and help prevent wiki vandalism.

Contents [hide]	
1	Monthly Staff Meeting Agendas
1.1	Sample Heading
1.1.1	example of heading 3
2	Vertical Team Pages
3	Grade-Level Team Pages
4	Content-Area Team Pages
5	Resources

In this example, you can see how each level of heading becomes a sub-category in the table of contents. Any text formatted as “Normal” does not appear in the table of contents.

Monthly Staff Meeting Agendas

[\[edit\]](#)

Sample Heading

[\[edit\]](#)

example of heading 3

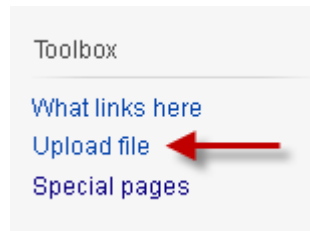
[\[edit\]](#)

example of "Normal" text

ADDING FILES

One of the valuable uses of a wiki is to serve as an archive of documents. To archive documents (agendas, notes, lessons, etc), you will first upload the document to the wiki and then link to that document on the proper wiki page.

Uploading the file



Click “Upload file” on the left-hand navigation bar.

Source file

Source filename: Browse...

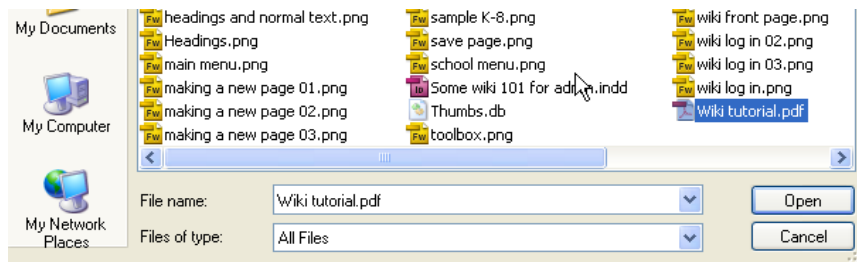
Maximum file size: 96 MB (a file on your computer)

Preferred file types: png, gif, jpg, jpeg, doc, docx, rtf, xls, xlsx, pdf, mov, mp3, htm, html, text, txt, wav, ppt, pptx, zip, application/zip, kmz, odt, ods, odp, odg, odb.

Prohibited file types: html, htm, js, jsb, mhtml, mht, xhtml, xht, php, phtml, php3, php4, php5, phjhtml, pl, py, cgi, exe, scr, dll, msi, vbs, bat, com, pif, cmd, vxd, cpl.

Select the “Browse” button to tell the wiki which file you want to upload.

Remember the name of the file, you will need this to create a link on a wiki page.



Select the file

Click “Open”

Source file

Source filename: C:\Documents and Settings\mclausen\Matt's Projects\Tech Tutor\ Browse...

Maximum file size: 96 MB (a file on your computer)

Preferred file types: png, gif, jpg, jpeg, doc, docx, rtf, xls, xlsx, pdf, mov, mp3, htm, application/zip, kmz, odt, ods, odp, odg, odb.

Prohibited file types: html, htm, js, jsb, mhtml, mht, xhtml, xht, php, phtml, php3, exe, scr, dll, msi, vbs, bat, com, pif, cmd, vxd, cpl.

The “Source” bar will now have the file path and name for your file.

Upload options

☐ Watch this file

☐ Ignore any warnings

Upload file

Scroll down and click “Upload file”

You will then see a screen confirming your file was uploaded, the name of the file, when it was uploaded, and the file size.


Next, **navigate back to the page where you want the file to appear.**

In this example, we have navigated back to the Chief Charlo Elementary School page.

Click “edit” for the section where the file should go. In this example, the “Monthly Staff Meeting Agendas” section is being edited.

File:Wiki tutorial.pdf

[File](#)
[File history](#)
[File links](#)



Wiki_tutorial.pdf (file size: 229 KB, MIME type: application/pdf)

File history

Click on a date/time to view the file as it appeared at that time.

	Date/Time	Dimensions	User	Comment
delete all	current	17:26, 7 November 2011	(229 KB)	Mcclausen (Talk contribs block)

- [Upload a new version of this file](#)
- [Edit this file using an external application](#) ([See the setup instructions](#) [for more information](#))

File links

There are no pages that link to this file.

LINKING


Linking to files

To create a link to the file,
type some text

highlight it

Chief Charlo Elementary School

[\[Disable rich editor\]](#)



Monthly Staff Meeting Agendas

Sample Heading


example of heading 3

example of "Normal" text

[View the wiki tutorial](#)

Click the “Insert/edit link”
button (the globe with a link
of chain on it)

[\[Disable rich editor\]](#)



Monthly Staff Meeting Agendas

Sample Heading

example of heading 3

example of "Normal" text

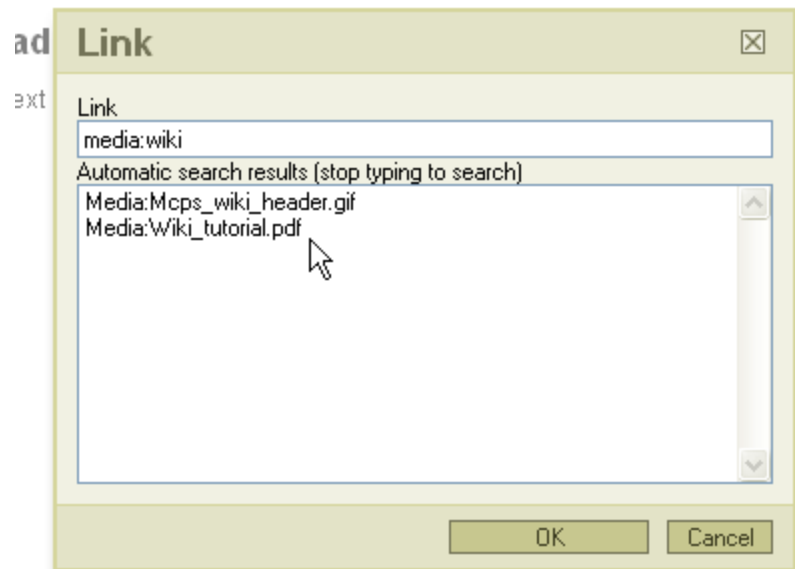
[View the wiki tutorial](#)

In the “Link” box, **type**

media:filename

Replace filename with the name of the file you uploaded. Note that as you type, possible options begin to appear.

Once your file appears, select it and click OK.



Example of heading 3

example of "Normal" text

[View the wiki tutorial](#)

The text you highlighted is now a link to that file.

Click “Save page” and answer the challenge question.

example of heading 3

example of "Normal" text

[View the wiki tutorial](#)

Vertical Text 

The text on the wiki page is now a link. When the cursor passes over the link it will turn into a pointing finger.

If you **hover over the link**, a tool tip will appear showing the name of the file.

Linking to other wiki content

You can use these same steps to link to other files and existing wiki pages. Just start typing the name of the file or page and then select it when it appears in the list.

Linking to other websites

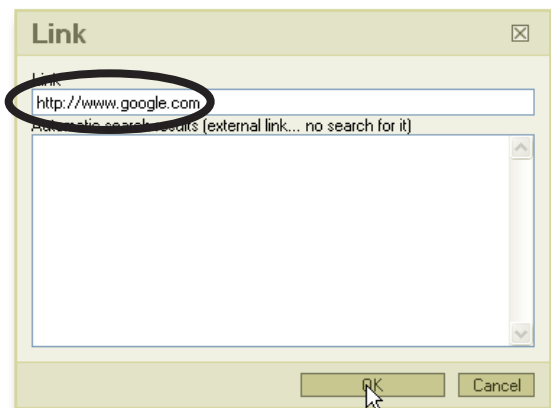
To link to other websites, follow the steps above.

In the “Link box, **type** (or paste from the browser’s address bar) **the full address for the webpage**.

Save your changes.

[Go to Google](#) 

On the wiki page, external links have the arrow icon shown here.



CREATING A PAGE

While many pages have already been created on the wiki, you can also add pages to help organize your work.

To create a new page, go to the existing page where you want a link to the new page to appear.

In this example, a new 6th grade team page is being created for Meadow Hill. So, the first step is to go to the Meadow Hill Middle School page.

Then, **click “edit”** to make changes to the page.

Type some text for to use as a link to your new page.

Highlight that text.

Click the “Insert/edit Link” tool to open the “Link” box.

In the “Link” box, **enter a name for your page.**

NOTE: Each page must have a unique name. In this example, MH is used to indicate this is the Meadow Hill Grade 6 page and to avoid any confusion with other grade 6 pages.

Click “OK”

Save your changes.

Meadow Hill Middle School

Contents [hide]

- 1 Instructional PLCs
- 2 Grade Level Team Pages
- 3 Leadership Team Pages
- 4 Content-Area Team Pages
- 5 Resources

Instructional PLCs

MH Integrating Technology - Gold
MH Integrating Technology - Hot Pink (formerly known as Blue)
MH Formative & Standard Based Assessment
MH Engaging Students Through Active Pedagogy
MH Agenda September 26

Grade Level Team Pages

6th grade
7th grade
8th grade
Music/Exploratory

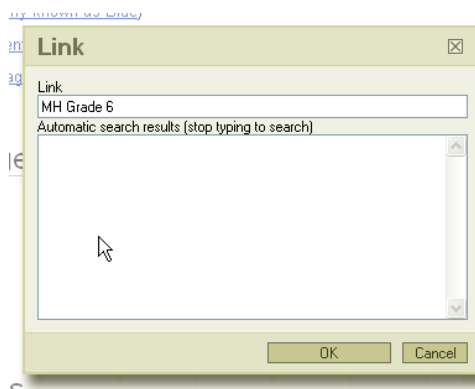
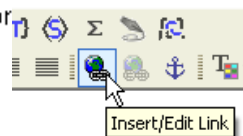
Grade Level Team Pages

6th grade

7th grade

8th grade

Music/Exploratory



☐ This is a minor edit ☐ Watch this page

Save page

Show preview

Show changes

Cancel

On the wiki page, the text will now be red.
This indicates a link to a page that does not currently exist.

If you **hover the cursor over the link**, a tool tip will appear confirming that the page does not exist.

To create the page, click on the red link.

The editing window for that page will appear.

Grade Level Team Pages

6th grade

7th grade

8th grade

Music/

Grade Level Team Pages

6th grade

7th grade

8th grade

Music/Exploratory

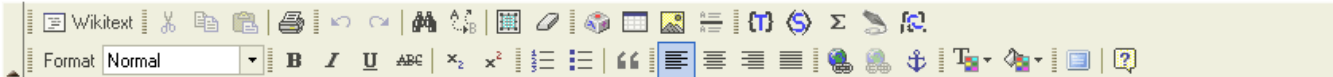
MH Grade 6 (page does not exist)

MH Grade 6

You have followed a link to a page that does not exist yet. To create the page, start typing in the box below (see the [help page](#) for more info).

If you are here by mistake, click your browser's **back** button.

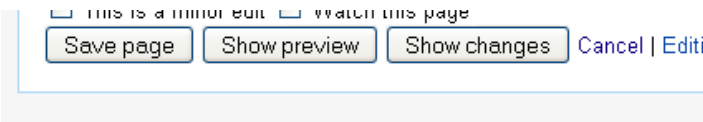
[\[Disable rich editor\]](#)



Begin adding content to the page.

When you are done, click **“Save Page”**.

You will then see the new page.



CONGRATULATIONS

You now know everything necessary to be an active contributor to the wiki.

For reminders and additional tips and tricks for using the wiki, **please visit the “Editing Tips” link** found in the left-hand menu.

